

Message

From: Hoogerheide, Roger [Hoogerheide.Roger@epa.gov]
Sent: 7/1/2016 4:26:14 PM
To: Chalfant, Mark [Chalfant.Mark@epa.gov]
CC: Cirian, Mike [Cirian.Mike@epa.gov]; Hallauer, Lori [Hallauer.Lori@epa.gov]; Vranka, Joe [vranka.joe@epa.gov]
Subject: SEMS Coding Sheets
Attachments: DOC.PDF

Mark,

A couple of months ago, you, Lori (Montana Records center) and I had a discussion about the process for ensuring correspondence, documents, reports, etc. get filed in the CFAC Site file.

As part of that process, please find attached signed SEMS coding sheets that I would like you to sign and send back to Lori. These coding sheets cover all site items that I have deemed to be a site record that were received by me between April 1, 2016 and June 30, 2016. Over the next couple of weeks, Lori will begin to post these in Express Link for your review and concurrence.